



HUMAN RESOURCES OFFICE

ANNOUNCEMENT

**THE FOLLOWING JOB ANNOUNCEMENT CLOSING DATE IS
HEREBY AMENDED:**

POSITION TITLE: INSTRUCTIONAL DESIGNER JA021-22	CLOSING DATE: Until Filled
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APPROVED BY

**Mary A.Y. Okada, Ed.D.
President**



JOB ANNOUNCEMENT
“OPEN COMPETITIVE”

GUAM COMMUNITY COLLEGE IS ACCEPTING APPLICATIONS TO ESTABLISH A LIST:

ACADEMIC POSITION TITLE: INSTRUCTIONAL DESIGNER	ANNOUNCEMENT NUMBER: JA#021-22 POSITION STATUS: Permanent/Full-Time
SALARY: Pay Grade: M MINIMUM Step 1B \$61,043 MAXIMUM Step 2B \$63,521	OPENING DATE: May 24, 2022
DIVISION: ACADEMIC AFFAIRS	CLOSING DATE: June 02, 2022 5:00 p.m. (GMT +10:00) Guam, Port Moresby

MINIMUM EXPERIENCE AND TRAINING:

- a) Master's degree in Instructional Design/Technology, Educational Media Design or related area; or
- b) Bachelor's degree in Instructional Design/Technology, Educational Media Design or related area; plus two (2) years experience in instructional design or related area.

NATURE OF WORK IN THIS CLASS:

This is a complex and responsible work in the area of Instructional Development. The Instructional Designer will report to the Dean of the school of Technology and Student Services. This position works collaboratively with administrative and faculty leadership teams to provide training and coaching in the design, development, implementation, and evaluation of web enhanced, hybrid, and online course delivery methodologies. Coordinate, facilitate, and provide online course development services and faculty training.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Design online, remote, or distance learning courses for instruction.

Keep abreast of developments, shifts, and improvements in online teaching pedagogy that informs professional development training for faculty and students.

Collaborate with faculty to enhance courses in web enhanced, hybrid, and online formats.

Provide hands-on instruction assisting faculty in development of course materials, assignments, and interactive activities for web enhanced, hybrid, and online courses.

Work with divisions to increase their online presence with quality web enhanced, hybrid, and online courses.

Train faculty in course design and online instruction; mentor faculty in the effective use of an online learning management system (LMS) for delivery of web enhanced, hybrid, and online instruction.

Assist the Professional Development Review Committee (PDRC) in providing workshops on active learning techniques. Designs and conducts faculty development programs, including faculty learning communities, workshops, and seminars.

Foster collaborative partnerships with academic units, faculty leaders, and individual faculty in the design and planning of courses, learning environments, and experimental learning.

Engage in professional development and conduct research on educational technology. Research current trends, issues, and developments with instructional design and innovative pedagogies. Share results and information with faculty.

Conduct live and online training in various educational topics for faculty and staff.

Develop and facilitate LMS training for faculty and students.

Support the value of the institution: diversity, teaching excellence, student success, innovation and creativity, and service.

Other duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of learning theory, adult learning, and assessment principles, and approaches to online pedagogy and facilitation.

Knowledge in working with computer equipment and software as listed in the duties and responsibilities section of this job description.

Knowledge and skill in research methodologies and techniques, instructional design experience, and demonstrates knowledge of instructional technologies and strategies.

Demonstrates a solid understanding of pedagogical principles in relationship to adult learners.

Ability to extract meaningful lessons and insights from online teaching research at the national level and turn these information into practical and useful strategies for classroom implementation at the local level.

Ability to evaluate situations and make sound decisions.

Ability to work flexible shifts, including occasional after hours and weekends.

Skill in designing, developing, and evaluating online learning programs and courses.

Skill in complex problem solving skills, particularly related to technology troubleshooting.

Skill with using and supporting learning management systems (LMS).

Excellent oral and written communication skills.

Strong interpersonal skills.

WHO SHOULD APPLY:

Open to the public.

HOW AND WHERE TO APPLY:

Applicants must submit an "Application for Employment" form to the GCC Human Resources Office, Suite 2112/2113, Student Services & Administration Building, by 5:00 p.m. (GMT +10:00) Guam, Port Moresby, of the deadline. Applications are also available online at www.guamcc.edu. For more information visit the Human Resources Office, Suite 2112 & 2113, Student Services & Administration Building, email us at hrjobs@guamcc.edu or call (671) 735-5537/8.

IMPORTANT INFORMATION:

Public Law 99-0603 (8 USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All new employees shall be required to provide any one or a combination of the following and/or other documents as may be required: Original Birth Certificate; U.S. Passport; Naturalization Card; Alien Registration Card with photograph; original Social Security Card; or other proof of work eligibility.

VETERANS PREFERENCE:

Applicants claiming veteran's preference are required to provide Proof of Eligibility for Veterans Preference Credit. Those claiming Compensable Disability are required to provide a copy of a letter from the Veterans Administration.

EDUCATION:

Applicants claiming degrees or credit hours are **required** to provide a copy of their college transcript. Transcripts from institutions outside of the U.S. **must be** accompanied by a **Comprehensive Course-by-Course Report** by a National Association of Credential Evaluation Services (NACES) member organization www.naces.org.

PRE-EMPLOYMENT MEDICAL EXAMINATION AND TUBERCULOSIS TESTING:

All applicants accepting employment with Government of Guam-Guam Community College must take and pass a pre-entry Physical Examination and Tuberculosis Testing as a condition of continued employment. Expenses for the physical/medical examination and tuberculosis test must be paid for by the applicant.

APPROVED BY



Mary A.Y. Okada, Ed.D.

 **President**